

**Maryland Energy Administration
Compliance Officer
Job Description**

Join the Maryland Energy Administration as we transform energy in the State of Maryland. With the funding from our Strategic Energy Investment Fund (SEIF), EmPOWER Maryland, US Department of Energy American Recovery and Reinvestment Act (ARRA) and the Renewable Portfolio Standard, you will have an unprecedented opportunity to work on the cutting edge of clean energy. We are looking for the best and brightest to join the team that is making Maryland a national leader in energy efficiency and clean energy solutions.

Responsibilities: The Compliance Officer is a key member of the MEA team, reporting directly to the MEA Director of Finance and Administration. The Compliance Officer is responsible for:

- Implementing MEA's compliance plan to ensure that SEIF and ARRA-funded programs comply with state and federal laws, rules, guidelines, and other program requirements.
- Training program managers on compliance procedures, including sub grantee monitoring.
- Performing compliance-related activities, including on-site financial and performance audits of grant recipients, as needed.
- Representing MEA and its compliance efforts at State, local or professional gatherings, as needed.
- Managing MEA's Financial and Programmatic reporting on Federal funds.

Qualifications:

Required:

- 5-7 years progressive experience in Internal Audit and Compliance
- 3-5 years project management and supervisory experience, including establishing and communicating milestones, directing staff and meeting deadlines.
- Past experience performing risk assessments.
- Previous work interpreting and auditing contracts for vendors/subcontractors.
- Strong verbal and written communication skills.
- Thrives in a fast-paced and frequently unstructured work environment.
- Works well in a team environment and models collaborative spirit.
- Ability to work independently on projects with minimal supervision.
- Ability to interface with the general public as well as State and local elected officials, as needed.

Desired:

- Previous financial reporting experience.
- Familiarity with ARRA-specific regulatory reporting requirements including Davis-Bacon Wage Reporting, Buy American Certifications, etc.
- Knowledge of federal grants/ single audit.
- Previous work in a regulated environment (federal, state, etc.).
- Experience with Process Improvement initiatives.

Education:

- BA/BS degree, with a concentration in Economics, Accounting, Finance, or Management from an accredited college/university.
- CPA or other professional certification (CIA, CFE), or demonstration of work towards advanced degree or other professional certification.

Note: This position may include up to 10% travel within the State of Maryland.

To Apply:

Please send a cover letter, resume, and salary requirements by e-mail, with “Compliance Officer” in the subject line to Denise McCoskery at dmccoskery@energy.state.md.us. Only top candidates whose backgrounds closely match MEA's requirements will be selected to interview. This is a contractual position.

Salary: Commensurate with experience.

The Maryland Energy Administration and the State of Maryland are Equal Opportunity Employers and compliant with Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973, and employs without regard to sex, race, color, national origin, religion, age, handicap or status as a disabled or Vietnam era veteran.